

CITY OF MIAMI BEACH

CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH, FLORIDA 33139
www.ci.miami-beach.fl.us



COMMISSION MEMORANDUM

To: Mayor David Dermer and
Members of the City Commission

Date: September 11, 2002

From: Jorge M. Gonzalez
City Manager

Subject: **REQUEST FOR APPROVAL TO AWARD CONTRACTS TO THE LOWEST AND BEST BIDDERS AS FOLLOWS: 1) U.S. IMAGING SOLUTIONS, FOR THE DELIVERY, INTEGRATION, MAINTENANCE AND SERVICING OF ONE HIGH VOLUME PRODUCTION SYSTEM AND ONE PRODUCTION COLOR COPIER FOR CENTRAL SERVICES; AND 2) TOSHIBA BUSINESS SOLUTIONS OF FLORIDA, FOR THE DELIVERY, INTEGRATION, MAINTENANCE AND SERVICING OF 65 CITY-WIDE DIGITAL COPIERS, PURSUANT TO BID NO. 43-01/02.**

ADMINISTRATION RECOMMENDATION

Approve the awards.

FUNDING

\$275,076.00 (estimated annual). Funds are available from the Equipment Rental accounts allocated to City Departments and/or Divisions, subject to Office of Management and Budget review.

ANALYSIS

On June 23, 1999, the City Commission approved a statement of work ("agreement") with Xerox Corporation pursuant to the terms and conditions of State of Florida Term Contract #973-559B-98. The term of the agreement is 40 months commencing on June 1, 1999 and ending on September 30, 2002.

Invitation to Bid No. 43-01/02 was issued on July 2, 2002, with an opening date of July 24, 2002. A pre-bid conference was held on July 11, 2002. DemandStar by Onvia issued two hundred fourteen (214) bid notices to prospective bidders, and an additional 7 supplemental notices sent by Procurement, resulting in the receipt of the following:

1. Five responsible and responsive bids;
2. Two "No Bid" notifications from Xerox, and MOS Systems; and
3. Two late bids from Barlop and Canon Business Solutions.

The Bid informed all bidders that the City was seeking to contract with a qualified, responsible vendor(s) for the award of the City's Copier Contract to include but not limited to the delivery, integration, installation, service and maintenance including toners of all NEW equipment, which include but are not limited to the following:

1. 65 walk-up, integrated digital copiers to City-wide locations; and
2. One high volume, networked production system and one color digital copier for the Central Services Department.
3. All digital copiers will be equipped with user code "auditron" feature that will print reports on usage and identify users.
4. Unlimited training for employees.

Through addendum No. 1, Bidders were requested to provide pricing for Central Services and/or City-wide with same criteria for each segment.

The following charts reflect the comparison of the current Xerox pricing and bid results:

CURRENT XEROX COST			
Segment	Yearly Cost	OVERAGE CHARGES	Monthly Volume Allowance
Citywide	\$290,468.28	.0416¢ (Includes High Production System)	805,000
Central Services	\$130,345.56	.1112¢ (Color Copier)	

PROPOSED 65 CITY-WIDE DIGITAL COPIERS			
Vendor	Yearly Cost	OVERAGE CHARGES	Monthly Volume Allowance
Toshiba	\$168,732.00	.01¢ (28 ppm), .0075¢ (55 ppm)	430,000
Lanier	\$195,107.40	.0115¢ (22 ppm), .0097¢ (35 ppm), .0069¢ (55 ppm)	430,000
US Imaging	\$198,936.00	.009¢ (22 ppm, 30ppm, 55 ppm)	430,000
Ikon	\$203,795.16	.009¢ (22 ppm, 28ppm, 55 ppm)	430,000
TPM	\$228,238.68	.01¢ (25 ppm, 35ppm, 55 ppm)	430,000

PROPOSED HIGH VOLUME PRODUCTION SYSTEM IN CENTRAL SERVICES			
Vendor	Yearly Cost	OVERAGE CHARGES	Monthly Volume Allowance
US Imaging	\$106,344.00	.007¢ High Production .130¢ Color	400,000 20,000
Ikon	\$109,777.08	.004¢ High Production .115¢ Color	400,000 20,000

CITY-WIDE WALK-UP COPIERS

Toshiba Business Solutions, Florida submitted the best and lowest bid for the 65 City-wide walk-up copiers at a monthly base charge of \$14,061.00. All digital copiers will be integrated and will also print from personal computers, and will have the capability to scan documents, and send/receive faxes. The 55 pages per minute (PPM) copier does not have faxing capability. The new charges were calculated by analyzing six-month average usage for each department. Additionally, the number of copiers listed for each department was captured from the current billing structure. A final analysis of each department's

requirements will be necessary. City-wide digital copiers will generate a yearly cost savings of \$121,736.00 or 42%, when compared with the existing Xerox analog copiers.

HIGH VOLUME PRODUCTION SYSTEM FOR CENTRAL SERVICES

The High Volume, Networked Production System is of new technology, faster and more efficient than the current Production System in Central Services, and includes but is not limited to the following features:

- 110 pages per minute with 65 ppm scanner;
- Open architecture non proprietary software;
- 8000 sheet paper module (6 drawers) plus interposer 3 drawers;
- Manual Tape Binder; and
- Dedicated Technician.

Central Services' high production copier & color copier will have yearly cost savings of \$24,012.36 or 18%, when compared to the current Xerox high volume production and color copier cost.

SITE VISIT

On Friday, August 30, 2002, a site visit to Miami Dade County by City employees from Procurement and Central Services as well as representatives from US Imaging and IBM met for the purpose of testing the proposed IBM InfoPrint 2000 High Production System. Said meeting was duly advertised to meet the Cone of Silence requirements. The demonstration went well and to the satisfaction of the City's Central Services department for the printing of the agenda and other major printing requests.

Upon award of the contracts, the successful bidders will deliver the copiers within two weeks and networked operational within one month. The existing "statement of work" with Xerox will end on September 30, 2002.

CONCLUSION

Based on this analysis, the City recommends that the contract be awarded to the lowest and best bidders: US Imaging Solutions and Toshiba Business Solutions, Florida.

T:\AGENDA\2002\SEP1102\CONSENT\COPIER MEMO..doc